



## Five ways to **reduce costs** with MFPs

Looking for ways to reduce costs? Today, more businesses are using multifunction printers (MFPs) to manage and control their costs.

Here are five ways MFPs can help you save money.

### **1. Consolidate devices and save**

MFPs help reduce costs by consolidating all the functions of multiple office products (copy, fax, scan, print) into one space-saving device that does it all. This helps you reduce costs by purchasing only one set of supplies for your MFP.

### **2. Reduce energy consumption**

By combining functions like print, copy, fax and scan into one device, you reduce your energy consumption. Plus the energy-saver mode on most MFPs will substantially conserve electricity when the device is not in use.

### **3. Save with scanning**

Scanning documents with your MFP and saving them electronically can help you reduce paper costs and storage needs. Xerox Scan to PC Desktop™ allows you to scan hard copy documents and route them to almost anywhere at the push of a button — to email, network storage, and even directly to the desktop.

### **4. Duplex and Fax Forward**

One of the simplest ways to reduce costs is to use duplex printing (printing on both sides of the page), and fax forwarding to email without printing. Most MFPs include both of these functions to help you save on the cost of paper.

### **5. Reduce waste and monitor usage**

Xerox offers software solutions that work with your MFPs to help reduce waste and monitor printing costs. Xerox has teamed up with GreenPrint™ software to help eliminate printing unnecessary pages — download it free with Xerox solid ink MFPs. You can also track your print usage on MFPs with Xerox CentreWare® Web.